

June 2013

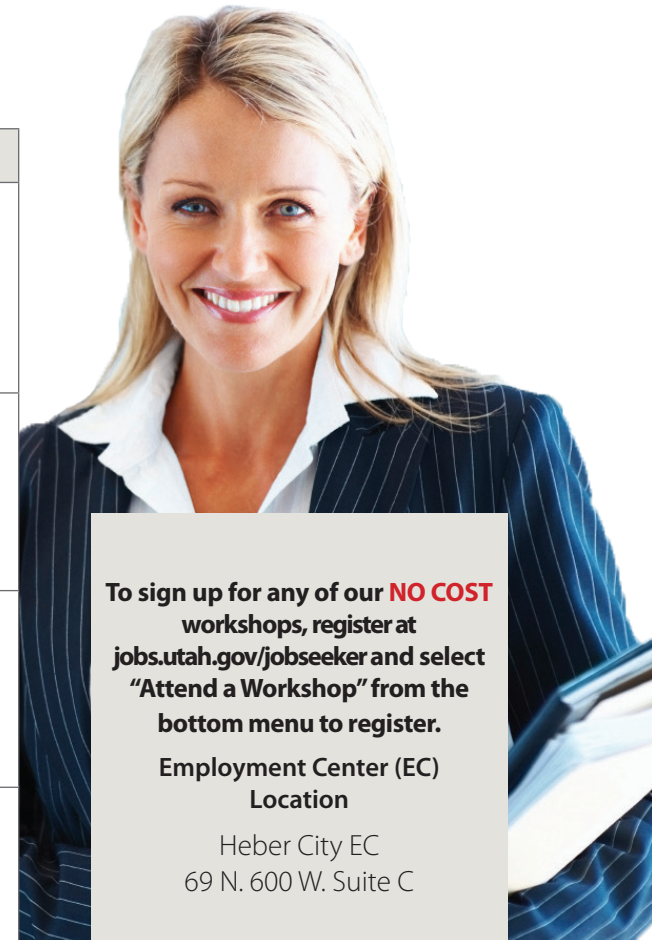
HEBER SERVICE AREA



Job Seeking Skills Workshops

Open to all Job Seeking Customers

Workshop	Date	Time	Location
RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching. OPEN RESUMÉ LAB	June 4	8:30 AM–9:30 AM	Heber EC
	June 6	8:30 AM–9:30 AM	Heber EC
INTERVIEW SKILLS: Strategize ways to gain an edge in the interview process. Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness. OPEN INTERVIEWING LAB	June 18	8:30 AM–9:30 AM	Heber EC
	June 20	8:30 AM–9:30 AM	Heber EC
JOB SEARCHING WITH TECHNOLOGY: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required. OPEN JOB SEARCH WITH TECHNOLOGY LAB	June 11	8:30 AM–9:30 AM	Heber EC
	June 13	8:30 AM–9:30 AM	Heber EC
NETWORKING STRATEGIES: Learn how to design and implement a strategic networking plan and find employment opportunities in the hidden job market. OPEN NETWORKING LAB	June 25	8:30 AM–9:30 AM	Heber EC
	June 27	8:30 AM–9:30 AM	Heber EC



To sign up for any of our **NO COST** workshops, register at jobs.utah.gov/jobseeker and select "Attend a Workshop" from the bottom menu to register.

**Employment Center (EC)
Location**

Heber City EC
69 N. 600 W. Suite C

For Lehi, Provo and Spanish Fork workshops, call Rebecca at 801-342-2655.
For Nephi workshops, call Cris at 435-623-1927.

Plan to arrive 10–15 minutes before the workshop begins. Workshops *start* at the scheduled time. With respect to customers who arrive on time, *late-comers will be asked to reschedule.*

Workforce Services • jobs.utah.gov

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.